



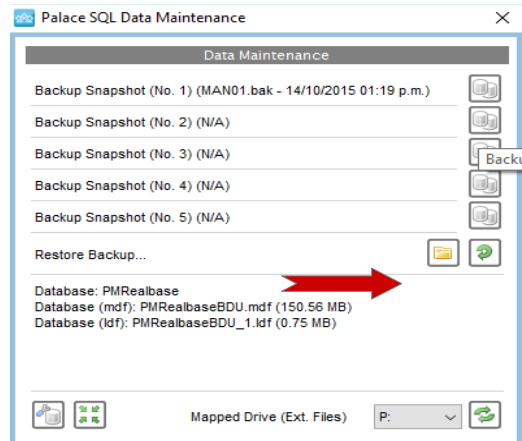
# Manual Back up for Palace Server

## Step One: In Palace

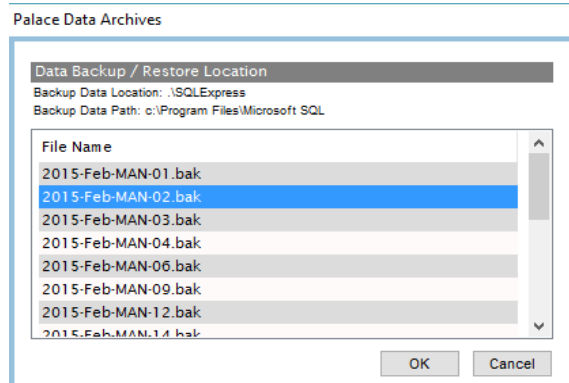
Open up Tools (top tool bar) and select Data Maintenance.

Perform a back up by selecting one of the snapshot options.

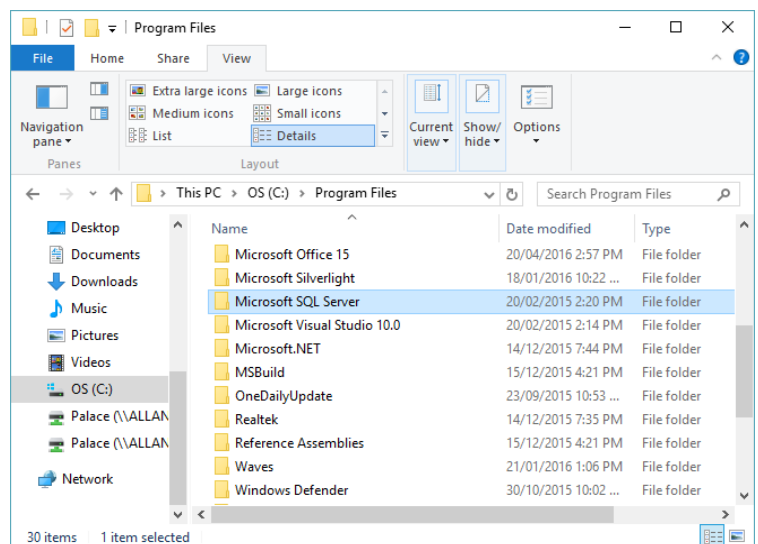
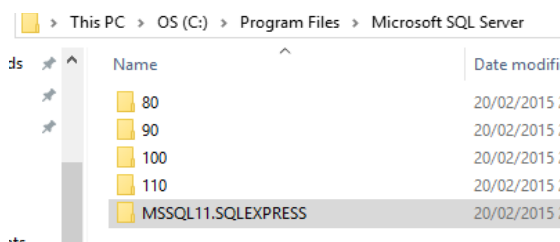
(Be careful not to overwrite an important snapshot)



If you click on the yellow folder, this will give you a preview of all your backups that are available for you to restore. These back ups are the files you will need to find in your PC which you will be able to store on a HD or a specified destination of your choosing.

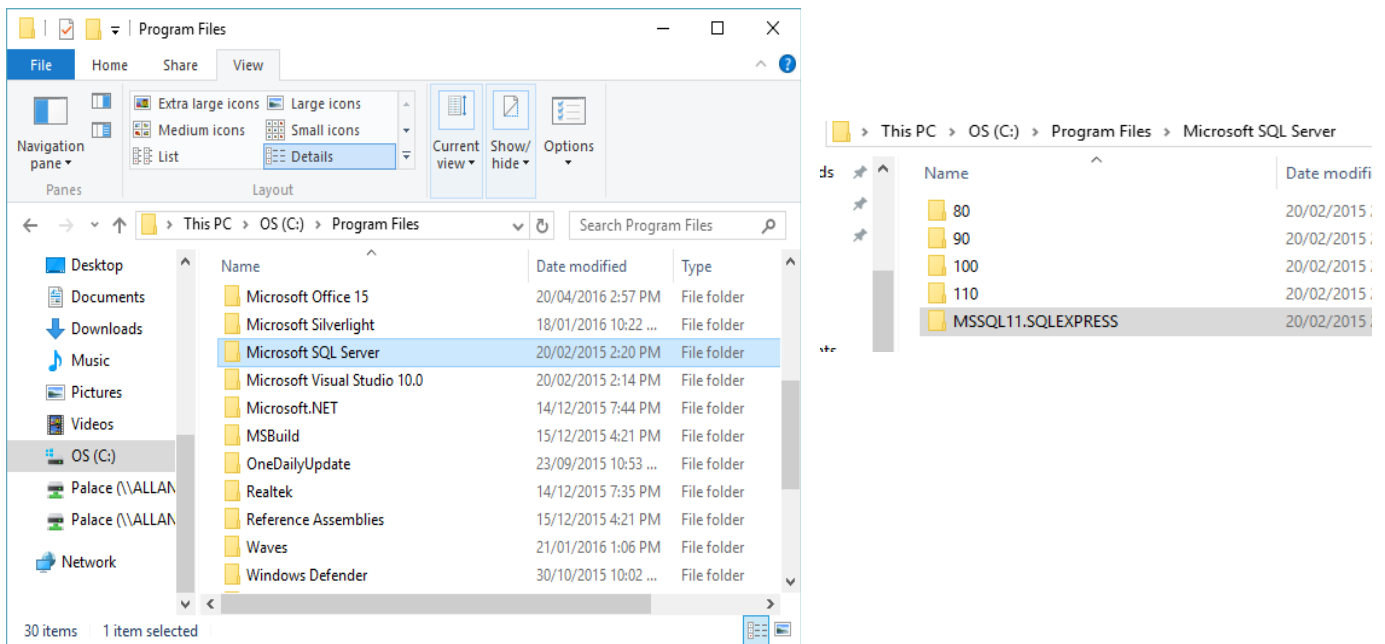


Open up your windows explorer and navigate to your "C drive" and select 'Program Files'. Search for the Microsoft SQL Server Folder and open up the folder that has a name similar to "MSSQL11.SQLEXPRESS" as per screenshot



## Step Two: In your PC

Open up your windows explorer and navigate to your "C drive" and select 'Program Files'. Search for the Microsoft SQL Server Folder and open the folder that has a name similar to "MSSQL11.SQLEXPRESS" as per screenshot

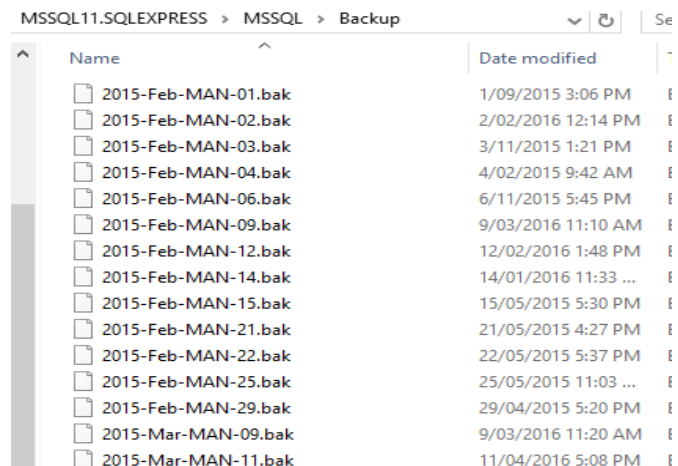


Open up this folder and open the next folder named "MSSQL".

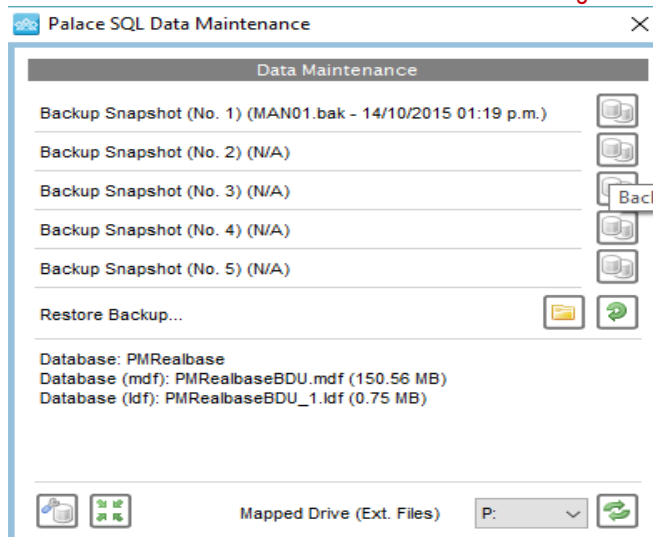
Click on the Backup folder which will show you a list of all your backups similar to the previous screen in Palace.

From here you can select the relevant files you are after, right click and "copy" and paste them to your HD or folder that you are wanting to store your backup.

**\*\*DO NOT DRAG OR DELETE\*\***



Please note this backup does not include your PDF files or any other external attachments in Palace, these are stored on your PC in another drive which can be found from the same Data Maintenance screen via Palace eg. P Drive



## Step Three: Attachments & External Files

Back in your windows explorer, click on your P drive which should be under your C drive. This will display your attached files, diary files etc.

Highlight these files and right click and 'Copy' and 'Paste' into your HD or your specific folder.

